

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Wednesday, February 15, 2017

Attendants:

BOARD-

Pam Merkadeau (PM)
Hal Carroll (HC)
Eric Olbekson (EO)
Michelle McNeil (MM) (arrived at 7:05)

ABSENT - Sterling Sakai (SS)

STAFF- Brigitte Shearer
Tricia Hall (left at 8:33)

CALL TO ORDER

The meeting was called to order at 7:02PM by Board Member EO

REVIEW AND APPROVAL OF THE MINUTES

Board Member PM made a motion, MM second, to approve the minutes of the January 28 Board Strategy meeting. The votes were as follows: EO: yes SS: absent MM: absent PM:yes HC:yes
Board Member PM made a motion, HC second, to approve the minutes of the January 10 Board meeting. The votes were as follows: EO: yes SS: absent MM: yes PM:yes HC: did not vote

INTRODUCTION OF GUESTS

Liesje Nicolas (left at 8:33)
Jim Porter, San Mateo County Dept of Public Works (left at 7:42 pm)
Dave Pine, District 1 Supervisor (left at 7:42 pm)

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

Jim Porter provided an update on the status of the slide/ sewer main damage behind 1560 Seneca Lane. Sewer main repairs are temporary until land movement ceases. Then a permanent solution will be implemented. The County has declared a State of Emergency. County Office of Emergency Services has also been on site to assess the situation.

MANAGER'S REPORT

- A. Programming –
- a. EEC – See staff
 - b. ASP – See staff report.
 - c. Seasonal Programs/ Events – see staff report.
 - d. Pool – See staff report. Board directed staff to refund a portion of monthly pool membership dues in light of the recent extended dome closure.

B. Facilities & Grounds –

- a. Open space work continued in January. No further work will be done until the rains cease
- b. The pool dome has been repaired and a new door was installed.
- c. EEC has a new washer and dryer
- d. The EEC and ASP carpets will be cleaned on Feb 25
- e. Staff is evaluating diving board replacement options

C. Administration –

- a. The audit has been completed
- b. BSS attended a Risk Management conference earlier this week and will attend a CAPRI board meeting next week
- c. The Supervisor retreat will be only one day this spring

COMMITTEE REPORTS

None

FINANCIAL REPORT

The YTD financials were discussed. The Rec is at 58% of the budget.

UNFINISHED BUSINESS

- A. Discussion re: Open space – The Board discussed the status of the open space and asked BSS to draft a communication to HRD residents
- B. Discussion/ Motion re: SB415 (election cycles for Districts) – This matter was tabled to a future meeting
- C. Discussion/ Motion re: HRD Board Core Values policy - This matter was tabled to a future meeting
- D. Discussion re: Q1 2017 Strategy Session recap and next steps - This matter was tabled to a future meeting

NEW BUSINESS

- A. Discussion/ Motion re: Amending budget to reflect post-audit starting fund balance : Board Member PM made a motion (MM second) to accept the amended starting fund balance for the 2016-2017 FY. HC: abstain SS: absent EO: yes, PM: yes MM: yes
- B. Form 700: Form 700's were distributed to the Board members for completion.
- C. UPCOMING MEETINGS: MARCH 14; APRIL 11

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member MM made a motion, PM second, to pay the bills. The votes were as follows: EO: yes SS: absent MM: yes PM::yes HC:yes

ADJOURNMENT

Board Member PM made a motion to adjourn the meeting (MM second) The motion passed unanimously. The meeting adjourned at 9:04pm

Respectfully submitted,
Brigitte Shearer
Board Secretary